

## **YORK COUNTY JOB DESCRIPTION**

### **JOB TITLE: COUNSELOR II**

#### **CROSSROADS COMMUNITY YOUTH HOME JUVENILE SERVICES/COMMUNITY SERVICES**

#### **GENERAL STATEMENT OF JOB**

Provides counseling services in a group home setting for the Juvenile Services Division. Coordinates the general activities of youths in the home, develops treatment plans, and counsels youths and their families. Prepares reports and related paperwork. Responsible for maintaining records on client progress and making recommendations to program supervisors, parents and other involved parties. Work is performed under regular to general supervision.

#### **ESSENTIAL JOB FUNCTIONS**

Performs intake duties and assessment of youth and families referred to the program, assessing mental status of client, and identifying needs relative to counseling program; develops and executes treatment plans; prepares and maintains individual client files and completes necessary reports.

Executes remedial and developmental counseling programs for individuals, groups, and families, counseling clients individually or in groups using behavior therapy and teaching such life skills as coping, group living, societal expectations, etc.

Provides therapeutic recreation which supports the service plan and goals of the Crossroads Community Youth Home.

Meets regularly with parents, educators, or other relevant persons to inform them of clients' progress, and to counsel and train them in techniques of behavioral management.

Reports to supervisors on the progress or status of new clients and makes recommendations as to the appropriateness of program for specific youths and their families.

Provides transportation to the residents as needed.

#### **ADDITIONAL JOB FUNCTIONS:**

Performs other related work as required.

**ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of counseling procedures, and techniques used in working with socially and emotionally maladjusted children.

General knowledge of interviewing techniques and procedures.

General knowledge of child and adolescent psychology.

Ability to work effectively under stress in a group home environment.

Ability to organize and implement a variety of programs for group home residents.

Ability to exercise good judgement and resourcefulness in meeting difficult non-routine problems and situations, and ability to plan and carry out work effectively.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in human services or a related field and 2 to 4 years of experience working with socially or emotionally maladjusted youths; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Must be certified in CPR, Basic First Aid, Medication Training, Food Handling, and Handle with Care. Requires an acceptable background check.

**PHYSICAL AND MENTAL STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including, copiers, calculators, pagers, etc. Must be physically able to operate a motor vehicle. Occasionally involves moving furniture or other objects. Usually requires walking or standing to a significant degree. At times, it may be necessary to physically restrain a resident.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to clients.

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**Language Ability:** Requires the ability to read a variety of professional literature, reports, correspondence, forms, records, etc. Requires the ability to prepare correspondence, reports, forms, treatment plans, intake reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret policies and instructions; and deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires basic ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_